



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

MEMORANDUM

DATE: April 20, 2016

CCPC HO Memo #16-09

TO: Health Officers
CRF Cancer Program Directors, Coordinators and Staff
SAHC CRF Program Directors, Coordinators, and Staff

FROM: Cindy Domingo, Program Manager
Cigarette Restitution Fund Programs Unit, Center for Cancer Prevention and Control

RE: Teleconference on CRF Cancer Programs – Wednesday, April 20, 2016

Attached is the agenda for the Teleconference on **Wednesday, April 20, 2016, from 10:00 a.m. - 12:00 p.m.**

If there are problems, we will send out an e-mail notifying you about what is happening, so please check your e-mail. If you have any trouble dialing into the audio-conference call, contact DHMH Teleconference Services at (410) 767-5108 and a staff member will assist you. You may connect into the conference call **as early as 9:55 AM, NOT SOONER, PLEASE.**

Conference Call Procedures: PLEASE GO SLOWLY AND FOLLOW THE PROMPTS

- A. Dial in to the following “Meeting Place” dial in number: 1-415-655-0003**
- B. Enter the Access code: 645 075 896-** Call in no sooner than 9:55 a.m.
- C. Please avoid calling in from a cellular device.** If you are unable to participate via a landline, all cellular devices must be muted to prevent feedback that makes portions of the call inaudible to all.
- D. Please turn your phone to MUTE** unless asking a question at the teleconference.
#5 can be used from your cellular and land lines to **MUTE** your phone once you have called in. To **UNMUTE**, hit #5 again.
- E. Please do not place call on hold** if you must step away briefly, or we will hear your music.

cc: D. Gugel
M. Spencer
S. Hokenmaier/ C. Lewis

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CRF-Cancer Prevention, Education, Screening and Treatment Teleconference
DHMH Center for Cancer Prevention and Control
Wednesday, April 20, 2016, 10:00 AM-12:00 PM

Agenda

1. New Staff: CRF Programs Unit Nurse Consultant (Cindy Domingo)

- We would like to welcome our new Cigarette Restitution Fund Programs Unit Nurse Consultant, JoAnn Johnston. Ms. Johnston will provide valuable clinical consultation and technical assistance to our CRF-CPEST programs.
- For all clinical related inquiries, you may contact JoAnn Johnston at joann.johnston@maryland.gov or by phone at 410-767-0777.

2. Health Educator Updates (Lacey Christian)

- The Skin Cancer Awareness Month Toolkit is now available for your program to use and to share with the community, partners, and other network contacts. Below is a list of the Skin Cancer Awareness Month documents included in the toolkit:

Document	Document Name
1. Skin Cancer Awareness Local Proclamation	ccpc16-09-att1-local-proclamation
2. Skin Cancer News Release Template	ccpc16-09-att2-skin-cancer-news-release-template
3. Public Service Announcements and Letter to TV and Radio Managers	ccpc16-09-att3-psa-and-letter-to-tv-and-radio-managers
4. Skin Cancer Awareness Resource List	ccpc16-09-att4-resource-list-skin
5. Melanoma Social Media Toolkit from George Washington University	ccpc16-09-att5-GW-melanoma-social-media-toolkit-2016
6. Infographic – How to Spot Skin Cancer	ccpc16-09-att6-infographic-how-to-spot-skin-cancer
7. Infographic – Body Mole Map	ccpc16-09-att7-infographic-body-mole-map
8. Coloring Sheets from the Environmental Protection Agency	ccpc16-09-att8-EPA-coloring-sheets
9. Frequently Asked Questions About Sun Safety	ccpc16-09-att9-infographic-faqs-about-sun-safety

- For questions about health education and outreach, you may contact Lacey Christian at lacey.christian@maryland.gov or by phone at 410-767-0786

3. Administrative and General CRF Program Updates (Cindy Domingo):

- **Fiscal Year 17 (FY17) Grant Application:**
 - The FY17 Grant Application packet will be sent to programs in the first week of May 2016.
 - The FY17 Grant Application will include new updates. A separate conference call will be scheduled on April 28, 2016 at 10 a.m. to discuss specific updates to the grant application. Additional information regarding this conference call will be sent to programs by e-mail. We encourage all program staff to participate in the conference call.
 - As part of the grant application process, we will be sending each program their performance measures data.

- Programs should update their data in the CDB and EDB to ensure that all client records are up-to-date.
- For patient navigation (PN) clients, we are requesting that programs verify that the 'Patient Navigation start date' field in the CDB is completed for each PN client enrolled in Fiscal Year 16.
- **Budget Modifications:** Thank you to all the programs that have submitted their budget modifications. Your assigned CRF technical lead will provide follow-up on the status of your budget modification.
- **DHMH Website Update:** All prior Health Officer Memos (including 2016) are now available on this website: <http://phpa.dhmh.maryland.gov/cancer/Pages/homemos.aspx>.

Future monthly teleconferences are scheduled for the third Wednesday of each month in the 2016 calendar year, from 10:00 a.m. to 12:00 noon, unless advised otherwise:

May 25, June 15, July 20, August 17, September 21, October 19, November 16, December 21

For information on other Center for Cancer Prevention and Control programs, please see contact list below:

Breast and Cervical Cancer Program and Colorectal Cancer Control Program:

Dawn Henninger at 410-767-5141 or dawn.henninger@maryland.gov

Breast and Cervical Cancer Diagnosis and Treatment Program:

Patricia Harvey at 410-767-5738 or patricia.harvey@maryland.gov

Maryland Cancer Fund:

Nanyamka Hales at 410-767-2037 or nanyamka.hales@maryland.gov

Maryland Cancer Registry:

Kimberly Stern at 410-767-5521 or kimberly.stern@maryland.gov

Maryland Comprehensive Cancer Control Program:

Meredith Truss at 410-767-5641 or meredith.truss@maryland.gov

Surveillance Evaluation Unit (SEU):

For any CDB or EDB related inquiries, please send an e-mail to:

CDB Help Email: dhmh.cdbhelp@maryland.gov

EDB Help Email: dhmh.edbhelp@maryland.gov